

Official and Unofficial Travel

Be Prepared for the Unexpected

- Prior to Travel:
 - Ensure your Level 1 AT Training is current.
 - OCONUS - Receive AOR specific Threat Briefing (by security officer).
- Select an inside hotel room (away from the street-side window), preferably on the 4th–10th floors.
- OCONUS - Know the location of the US Embassy and other safe locations where you can find refuge or assistance.

Guard Information About Yourself and Maintain a Low Profile

- Avoid use of rank or military addresses on tickets, travel documents or hotel reservations.
- When possible, travel on tourist passports.

Mail Bomb Precautions

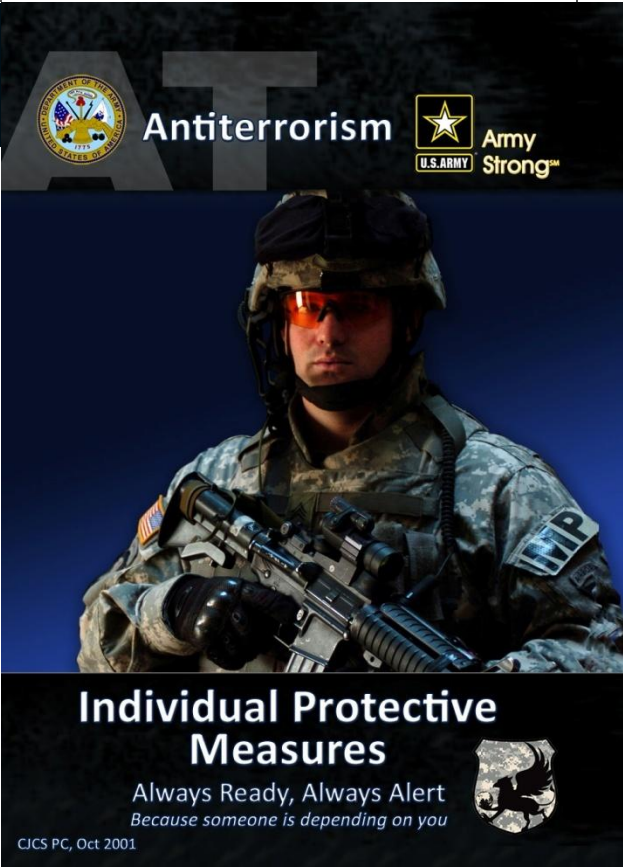
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- Avoid opening or processing mail in close proximity to others.
- Check mail and packages for:
 - Unusual odors (shoe polish or almond).
 - Too much wrapping.
 - Bulges, bumps, or odd shapes.
 - No return address or unfamiliar return address.
 - Differing return address/postmark.
 - Incorrect spelling or poor typing.
 - Items sent “registered” or “personal.”
 - Protruding wires or strings.
 - Unusually light or heavy packages.
 - Excessive amount of postage.
 - Oily stains on the package.
 - Foreign appearing handwriting.
- Clear area immediately; notify your chain of command, local authorities, or FBI.

Terrorists Depend on YOU!

A dynamic threat environment demands our utmost vigilance and discipline. We must refine existing protective measures to prevent or substantially mitigate any threat.

This guide offers a number of proven security techniques and considerations that limit opportunities to be targeted by terrorists.



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General Security	Personal Security	Home Security	Commuting/Local Travel
<p>Guard Info About Yourself and Your Job</p> <ul style="list-style-type: none">• Limit discussion and accessibility of any information (written or verbal) that may provide terrorists insights for targeting.• Always use secure means when passing sensitive information.• Destroy identifiable information. <p>Recognize and Report Unusual or Suspicious Behavior</p> <p>YOU are the first line of defense against terrorism. Be aware of your surroundings. Write down license numbers of suspicious vehicles; note description of occupants. Report anything unusual to your chain of command, local authorities or the FBI.</p> <p>Be Prepared for the Unexpected</p> <p>Plan for the range of threat possibilities; avoid established or predictable patterns.</p>	<p>Maintain a Low Profile</p> <ul style="list-style-type: none">• Destroy all items that show your name, rank, or other personal information.• Instruct your family and associates not to provide strangers with information about you or your family.• Be cautious about giving out information regarding family travel plans or security measures and procedures.• Consider removing your name and rank on your home/military quarters.• Avoid the use of your name and rank on answering machines. <p>Telephone Security</p> <p>If you receive a threatening phone call or Bomb Threat, dial *57 (verify local procedures), wait for the confirmation message that traces the caller, and then report the call to local authorities immediately.</p>	<p>Be Prepared for the Unexpected</p> <ul style="list-style-type: none">• Brief family members on your residential security and safety procedures.• Ensure family members learn a duress word and it is on file at your office.• Advise associates or family members of your destination and anticipated time of arrival.• Use peephole viewers before you open the door.• Don't open the door to anyone until you know who it is.• Ensure sufficient illumination exists around your residence.• Be alert to strangers who are on government property for no apparent reason.• Refuse to meet with strangers outside your work place.	<p>Be Prepared for the Unexpected</p> <ul style="list-style-type: none">• Look for tampering. Look under and around your auto.• At all times, keep your doors locked and windows rolled up.• Alter routes and avoid choke points.• Alternate parking places.• Plan safe locations along your route. <p>Guard Information About Yourself</p> <p>Maintain a Low Profile</p> <ul style="list-style-type: none">• Consider wearing civilian clothing when riding on mass transit.• Avoid car markings that identify you as senior ranking DoD personnel (such as GO stars on vehicles).• Always remove base stickers if you are selling or disposing of your POV.

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